



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

January 7, 2014

Eva Mitchell  
1432 MLK Pkwy / Apt 2  
Des Moines, IA 50314

Dear Ms Mitchell,

This letter is in regards to the December 13, 2013 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

NOTE: You inquired about a possible move to Perry and how this would impact your registration. It is my understanding that all registration goes through the Registration Department at Hoover. Their number is 1-866-448-4605; they should be able to assist you with any questions. Please also be sure to update registration of any changes in your address. I have included a list of requirements for Categories B and C for your reference.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

**You will need to ensure the children have a clear space to play and sleep during nap time.**

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

**You should also program these numbers into a cell phone if you have one. The number for Poison Control is 1-800-222-1222.**

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

**Please make sure that all cleaning supplies, medications, and other toxic substances are secured with child proof locks/devices or are in upper cabinets and out of reach of small children.**

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

**Please make sure that the outlets in your kitchen are capped.**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

**Please see page 14 of your packet for a sample evacuation plan. You should be able to access the Polk County Assessor's website to obtain a floor plan of your home and you can create your plan from there.**

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

**There is a sheet on page 8 of the packet I provided to you which will assist you in keeping track of practicing your emergency drills as well as checking your smoke detectors. I suggest keeping this taped or posted on your refrigerator or cabinet, out of reach of children, for easy reminders to practice and test.**

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

**Make sure that your certification also covers pediatric training. If you need to retake a course you can call Child Care Resource and Referral at 1-866-722-7619 or you can reference page 29 in your packet for class options.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

**See page 11**

**110.5(2) A provider file is maintained and contains:**

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**You can contact your physician and have them mail you confirmation of your last physical. The next time you are due for an updated physical (every 2 years) please take the new forms**

**that are now required to your physician to be completed. These forms are located on pages 33 and 34 of the packet.**

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

**Please locate your certificate and place it in a provider file along with training certificates and your physical document.**

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(4) **The certificate of registration is displayed in a conspicuous place.**

☐ 110.5(5) Parents are afforded unlimited access to their children and to the providers caring for the children whenever their children are present, unless parental contact is prohibited.

#### **110.5(6) Discipline**

☐ 110.5(6)a Corporal punishment including spanking, shaking and slapping is not used.

☐ 110.5(6)b No punishment is used which is humiliating or frightening, or causes pain or discomfort to the child.

☐ 110.5(6)c No punishment is administered because of a child's illness, or progress or lack of progress in toilet training.

☐ 110.5(6)c No punishment or threat of punishment is associated with food or rest.

☐ 110.5(6)d No child is subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family.

☐ 110.5(6)e Discipline is designed to help the child develop self-control, self-esteem, and respect for the rights of others.

#### **110.5(8) Children's Files**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

**The packet of forms that was provided to you addresses each of the points below and should enable you to easily complete, and have parents complete the necessary information.**

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

**110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME  
CATEGORY "A"**

☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

**Put these in your personal provider file along with training certificates, physical, etc. You can access neighbors, church members, parents, etc to get these references completed.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before February 11, 2014.**

☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after \_\_\_\_\_.

☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: February 11, 2014.**

X \_\_\_\_\_  
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford  
Child Development Home Compliance Checks  
DHS, Dallas County  
210 N 10<sup>th</sup> Street  
Adel, IA 50003  
(515) 993-1742 (ph)  
515-564-4033 (fx)  
mcrawfo@dhs.state.ia.us

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).